



## DEPARTMENT OF ADMINISTRATIVE SERVICES

Items to be filled out by bidders are listed in **GREEN**.

Items that will be filled out by County personnel will be in **PURPLE**

Items that are of particular importance are in **RED**

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### Purchasing Department

138 East Court Street, Room 507

Cincinnati, Ohio 45202

Phone: (513) 946-4355

Fax: (513) 946-4335

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#### Assistant County Administrator for Administrative Services:

Eric S. Stuckey

#### County Administrator:

Patrick Thompson

#### Director of Purchasing:

Amy B. Hoh, CPPO

#### Board of County Commissioners:

David Pepper

Pat DeWine

Todd Portune

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#### DATE OF ISSUANCE:

**03/31/06**

#### INVITATION TO BID (ITB) NUMBER:

**124-06**

#### INVITATION TO BID (ITB) NAME:

**Dump Truck Bodies**

<b>BID OPENING DATE:</b>	<b>4/11/06</b>
<b>Deadline for Receiving Final ITB Questions:</b>	<b>4/7/06</b>
<b>Deadline for Receiving Final ITB Answers:</b>	<b>4/9/06</b>
<b>Date of Pre-Bid Conference:</b> <ul style="list-style-type: none"><li><b>Time:</b></li><li><b>Location:</b></li></ul>	<b>None scheduled</b>
<b>SMALL BUSINESS GOAL:</b>	<b>2%</b>

Sealed proposals will be received at **the Department of Administrative Services, Purchasing Division, Room 507, 138 East Court Street, Cincinnati, Ohio 45202, until 11:00 AM on the date listed above and will be read at that time. Bid opening will be held in conference room A.** Proposal forms, specifications, etc. may be obtained upon application at the Department of Administrative Services, Purchasing Division or they may be electronically retrieved by accessing the following web site:  
<http://www.hamilton-co.org/purchasing/>

## **BID AND PERFORMANCE BONDS**

A surety, in the form of a bond, cashier's check, certified check, drawn on a solvent financial institution, and made payable to the Board of County Commissioners, Hamilton County, in the amount of five percent (5%) of the total amount of the first year bid, must accompany each bid as a guarantee that if the Vendor's bid is accepted, a contract will be entered into. The surety must be submitted with the bid.

**Failure to submit the bid bond with the bid will result in disqualification of the bid.**

The successful Vendor may be required to furnish a corporate surety bond or certified check on a solvent bank, made payable to the Board of County Commissioners, Hamilton County, for a total up to one hundred percent (100%) of the total amount of the contract price as a guarantee for the faithful performance thereof.

**The bond submitted must be issued by a company licensed to conduct business in the State of Ohio.**

## **DEPARTMENT INFORMATION**

<b>Department Name:</b>	Engineer
<b>Street Address:</b>	Burlington Garage
<b>City:</b>	Cincinnati
<b>State:</b>	Ohio
<b>Zip Code:</b>	45244

**Vendors submitting proposals must realize that other County Departments may elect to utilize this bid after its original award. All proposals must include the length of time that the prices and services offered are available and effective. The pricing submitted in the proposal can only be used for the effective time period specified in the original proposal.**

**In its efforts to promote small business participation in Hamilton County projects, it is the policy of the Hamilton County Board of Commissioners that no contracting decision or contract award shall be based upon race, color, creed, sex, national origin, age or other unlawful basis. However, Hamilton County is an equal business opportunity governmental entity, and has always provided and will continue to provide, equal business opportunities in accordance with this policy.**

**REGISTRATION FORM**  
**PLEASE READ AND ACKNOWLEDGE RECEIPT OF THIS DOCUMENT**

**ITB#: 124-06 Dump Bodies (gsr)**

**All inquiries regarding this ITB are to be in writing and are to be mailed or faxed to:**

Amy Hoh, Purchasing Director, CPPO

138 E. Court Street, Room 507

**Cincinnati, Ohio 45202**

Fax #: (513) 946-4335

The County will not entertain any oral questions regarding this ITB. Other than specified above, no bidder may contact any county official, employee, project team member or evaluation team member. Vendors are not to schedule appointments or have contact with any of the individuals connected to or having decision-making authority regarding the award of this ITB. **Inappropriate contact may result in rejecting of the Vendor's Proposal, including attempts to influence the ITB process, evaluation process or the award process by vendors who have submitted bids or by others on their behalf.**

*The only appropriate contact is with the Purchasing Department as listed above.*

**Have you been banned from doing business with the State of Ohio? \_\_\_\_\_.**

Please fax this page to the Purchasing Department at (513) 946-4335.

By faxing this page to the Purchasing Department you will be registering your company's interest in this ITB, attendance at pre-bid conference and all ensuing addenda. Your signature is an acknowledgement that you have read and understand the information contained on this page.

<b>DATE:</b>	
<b>COMPANY NAME:</b>	<b>Dumps Are Us</b>
<b>ADDRESS:</b>	
<b>CITY, STATE &amp; ZIP CODE</b>	
<b>SALES REPRESENTATIVE'S NAME:</b>	<b>Joseph Van Metal</b>
<b>TELEPHONE NUMBER:</b>	<b>513-555-6666</b>
<b>FACSIMILE NUMBER:</b>	<b>513-555-6667</b>
<b>EMAIL ADDRESS:</b>	<b><u>jmetal@dumpsareus.com</u></b>
<b>NUMBER OF PEOPLE ATTENDING PREBID (IF APPLICABLE):</b>	<b>4</b>
<b>SIGNATURE:</b>	

Registration helps insure that vendors will receive any addenda to or correspondence regarding this bid invitation in a timely manner. Hamilton County will not be responsible for the timeliness of delivery via the U.S. Mail.

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. The Board of County Commissioners reserves the right to reject any or all bids and, unless otherwise specified by the bidder, to accept any item in the bid. In case of error in extending the total amount of the bid, the unit price will govern.
2. Hamilton County, Ohio is an equal business opportunity governmental entity and recognizes that small businesses promote employment and economic growth. The County encourages the participation of small businesses on County projects.
3. *(If applicable)* The small business participation goal for this contract is 2%. The goal may be achieved by contracting with subcontractors and suppliers that meet the Small Business Administration's detailed definitions or size standards (see [www.sba.gov/size](http://www.sba.gov/size) for more information).
4. The County will make the final payment when the materials, supplies, equipment, or the work performed has been fully delivered or completed to the full satisfaction of the Board of County Commissioners.
5. In case of default by the bidder or contractor, the Board of County Commissioners may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess costs occasioned thereby.
6. Prices must be stated in units or quantities specified.
7. Whenever a reference is made in the specifications or in describing the materials, supplies, or services required, of a particular trade name or manufacturer's catalog or model number, the bidder, if awarded the contract, will be required to furnish the particular item referred to in strict accordance with the specifications and descriptions **UNLESS** a departure or substitution is clearly noted and described in the proposal by the bidder and accepted by the county.
8. The bidder, if awarded a contract or order, agrees to protect, defend, and hold harmless the Board of County Commissioners against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract. He/she further agrees to indemnify and hold harmless the Board of County Commissioners from suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, his/her servants or agents. To this extent, the bidder or contractor agrees to furnish adequate Public Liability and Property Damage Insurance, the amount of which will be determined by the Board of County Commissioners wherever such insurance, in the opinion of the Board, is deemed necessary.

9. Whenever required and so stated in the proposal form, the bidders shall furnish a bond or a certified check, drawn on a solvent bank and made payable to the Board of County Commissioners, for five percent (5%) of the total amount of the bid as a guarantee that, if the bid is accepted, a contract will be entered into. The successful bidder may be required to furnish a bond or a certified check drawn on a solvent bank and made payable to the Board of County Commissioners, for up to one hundred percent (100%) of the total amount of the contract as a guarantee of faithful performance thereof.

It is agreed that the **proposals submitted shall be irrevocable.**

If accepted, the bidder will, within one hundred and twenty (120) days after receiving notice of acceptance of said bid, be willing to enter into a contract in writing for the said material, supplies, or services required, with a surety to the satisfaction of the Board of County Commissioners, faithfully to perform said contract according to its terms and according to said specifications. Bidder will promptly pay all damages and expenses occurring to said Board of County Commissioners by reason of the failure or refusal of the bidder to enter into said contract. The Board of County Commissioners will treat all bidders alike in every respect, and they will take final action on this and all other bids no later than one hundred and twenty (120) days after this and all other bids are opened aforesaid. No bid shall be considered as accepted, nor any obligation assumed hereunder by the Board of County Commissioners, until such time as said Board of County Commissioners may deposit in the U.S. Mail written notice, addressed to the successful bidder or bidders at the address given on the acceptance of the bid or award of a contract.

10. Samples, when requested, are returned at the bidder's expense.
11. Proposals, to receive consideration, **MUST BE RECEIVED** prior to the specified time of opening and reading as designated in the invitation.
12. Bidders are required to use the proposal form furnished by the Purchasing Department when submitting their proposals. Envelopes must be sealed when submitted and the ITB # prominently written/displayed on the outside of the envelope/packages.
13. Proposals having erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
14. Bidders may submit proposals on any one or group of items provided, however, the unit price must be shown as requested.

15. References in the specifications or in describing the materials, supplies, or services required, of a particular trade name, manufacturer's catalog or model number, are made for descriptive purposes to guide in interpreting the type of materials, supplies, or of performing the work in a manner other than specified. However, the bidder's attention is called to Item 6 as previously stated, which condition must be strictly adhered to.
16. Concealed weapons, whether with or without a permit, are not allowed in any Hamilton County Building. ORC states that "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

### **TAXES**

OHIO SALES TAX: Not applicable to County purchases.

FEDERAL EXCISE TAX: Not applicable to purchases for essential government functions.

## **PROPOSAL OR BID**

In compliance with the foregoing invitations for bids, and subject to all conditions set forth, the undersigned offers and agrees, after having carefully examined the specifications, if this bid is accepted within a reasonable time from the date of the opening, to furnish any or all of the items upon which prices are quoted, in accordance with the specifications applying, at the price set opposite each item.

The Legal Advertisement, General Conditions, Special Conditions, Instructions to Bidders, and Specifications and Plans become a part of this proposal.

Delivery, to destination as shown, on any or all of the items will be completed within the specified time period indicated in **Section 4.0 of the ITB**.

**IMPORTANT:** As delivery may be a deciding factor in the award of an order, it is important that bidders furnish the information requested.

**TAXES:** Ohio Sales Taxes are not applicable to Hamilton County purchases.

**TAX ID #:** Your Social Security Number or your Tax I.D. Number

**PRINT NAME:** Joseph VanMetal

**SIGNATURE:** *Joseph VanMetal*

**TITLE:** Owner

**NAME OF COMPANY:** Dumps Are Us

**NOTE:** Your attention is called to the fact that a bond or certified check must accompany this proposal if so specified in the "INVITATION".

**HAVE YOU PROPERLY SIGNED YOUR BID AND BOND?**

**3/25/06**

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DATED

123 Gravel Lane

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Cincinnati, Ohio

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513-555-6666

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ADDRESS/PHONE NUMBER

## PERSONAL PROPERTY TAX STATEMENT

In accordance with Section 5719.042 of the Ohio Revised Code, I hereby certify that the company I represent is not delinquent in the payment of personal property taxes to the State of Ohio or any subdivision thereof.

*Joseph VanMetal*

---

SIGNATURE

Joseph VanMetal

---

PRINT NAME

Owner

---

TITLE

TO BE COMPLETED BY NOTARY PUBLIC

On 3-25-06, there appeared before me  
DATE

Joseph VanMetal, saying that he/she is  
PRINT NAME

Owner of  
PRINT TITLE

Dumps Are Us,  
PRINT NAME OF COMPANY

and that he/she understands all of the implications of the above statement and has signed  
in good faith.

Obtain the signature of a Notary Public

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SIGNATURE OF NOTARY PUBLIC



STATE OF OHIO DEBT

In accordance with Section 9.24 of the Ohio Revised Code, I hereby certify that the company I represent does not owe any money to the State of Ohio.

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SIGNATURE

---

PRINT NAME

---

TITLE

TO BE COMPLETED BY NOTARY PUBLIC

On \_\_\_\_\_, there appeared before me  
DATE

\_\_\_\_\_, saying that he/she is  
PRINT NAME

\_\_\_\_\_ of ,  
PRINT TITLE

---

PRINT NAME OF COMPANY

and that he/she understands all of the implications of the above statement and has signed  
in good faith.

---

SIGNATURE OF NOTARY PUBLIC

Ohio Department of Public Safety

**GOVERNMENT BUSINESS AND FUNDING CONTRACTS**

In accordance with section 2909.33 of the Ohio Revised Code

**DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION**

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division website for a reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

LAST NAME	FIRST NAME	MIDDLE INITIAL	
HOME ADDRESS			
CITY	STATE	ZIP	COUNTY
HOME PHONE		WORK PHONE	

**COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION**

BUSINESS/ORGANIZATION NAME <b>Dumps Are Us</b>			
BUSINESS ADDRESS 1234 Anywhere St			
CITY Anytown	STATE AA	ZIP 12345	COUNTY Any
PHONE NUMBER 513 123-4567			

**DECLARATION**

In accordance with division (A)(2)(b) of section 2909.32 of the Ohio Revised Code

For each question, indicate either "yes" or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☒ NO

2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☒ NO

3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☒ NO

4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☒ NO

5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List?

☐ YES ☒ NO

6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?

☐ YES ☒ NO

In the event of a denial of a government contract or government funding due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division website.

#### CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AFFIDAVIT IN COMPLIANCE WITH  
SECTION 3517.13 OF THE OHIO REVISED CODE  
(Individuals or Non-Corporate Entities)  
(R.C. 3517.13(I) (3))**

For more information on House Bill 694, please visit our website at:  
[http://www.hamiltoncountyohio.gov/purchasing/bid\\_page.htm](http://www.hamiltoncountyohio.gov/purchasing/bid_page.htm)

STATE OF OHIO

COUNTY OF Your County

SOLEMNLY SWORN: Your Signature Here

I, the undersigned, after being first duly cautioned and sworn, state the following with respect to Section 3517.13 of the Ohio Revised Code:

1. I am Joseph VanMetal and I am employed as Owner  
[Name] [Title]

for Dumps Are Us.  
[Name of Entity]

2. In my position as Owner, I have the authority to make  
[Title]  
the certifications contained herein on behalf of Dumps Are Us.  
[Name of Entity]

3. On behalf of Dumps Are Us, I do hereby certify that  
[Name of Entity]

the following persons, if applicable, are in compliance with division (I)(1) of Section 3517.13 of the Ohio Revised Code:

- (a) The individual;
- (b) Each partner or owner of the partnership or other unincorporated business;
- (c) Each shareholder of the association;
- (d) Each administrator of the estate;
- (e) Each executor of the estate;
- (f) Each trustee of the trust;
- (g) Each spouse of any person identified in (a) through (f) of this section;
- (h) Each child seven years of age to seventeen years of age of any person identified in (a) through (f) of this section;
- (i) Any political action committee affiliated with the partnership or other unincorporated business, association, estate, or trust.
- (j) Any combination of persons identified in (a) through (i) of this section.

4. I further certify that if Dumps Are Us is awarded  
[Name of Entity]

a contract, the following persons shall, beginning on the date the contract is awarded and extending until one year following the conclusion of that contract,

maintain compliance with division (I)(2) of Section 3517.13 of the Ohio Revised Code:

- (a) The individual;
- (b) Each partner or owner of the partnership or other unincorporated business;
- (c) Each shareholder of the association;
- (d) Each administrator of the estate;
- (e) Each executor of the estate;
- (f) Each trustee of the trust;
- (g) Each spouse of any person identified in (a) through (f) of this section;
- (h) Each child seven years of age to seventeen years of age of any person identified in (a) through (f) of this section;
- (i) Any political action committee affiliated with the partnership or other unincorporated business, association, estate, or trust.
- (j) Any combination of persons identified in (a) through (i) of this section.

5. I do hereby acknowledge that to knowingly make any false statement herein may subject me and/or Dumps Are Us to the penalties set forth in Section

[Name of Entity]

3517.992 of the Ohio Revised Code.

Further, Affiant sayeth naught.

Your Signature Here

[Signature]

Owner

[Title]

Sworn to before me, and subscribed in my presence, this 17th day of April, 2007.

Signature of Notary here

Notary Public - State of Your State Here

My Commission Expires: 12/31/2008

**AFFIDAVIT IN COMPLIANCE WITH  
SECTION 3517.13 OF THE OHIO REVISED CODE  
(Corporation or Business Trust)  
(R.C. 3517.13(J) (3))**

STATE OF OHIO

COUNTY OF   Your County   SOLEMNLY SWORN:   Your Signature Here  

I, the undersigned, after being first duly cautioned and sworn, state the following with respect to Section 3517.13 of the Ohio Revised Code:

1. I am   Joseph VanMetal   and I am employed as   Owner    
[Name] [Title]  
for   Dumps Are Us  .  
[Name of Corporation/Business Trust]
2. In my position as   Owner  , I have the authority to make the  
[Title]  
certifications contained herein on behalf of   Dumps Are Us  .  
[Name of Corporation/Business Trust]
3. On behalf of   Dumps Are Us  , I do hereby certify that  
[Name of Corporation/Business Trust]  
all of the following persons, if applicable, are in compliance with division (J)(1) of Section 3517.13 of the Ohio Revised Code:
  - a. Each owner of more than twenty per cent of the corporation or business trust;
  - b. Each spouse of an owner of more than twenty per cent of the corporation or business trust;
  - c. Each child seven years of age to seventeen years of age of an owner of more than twenty per cent of the corporation or business trust;
  - d. Any political action committee affiliated with the corporation or business trust;
  - e. Any combination of persons identified in (a) through (d) of this section.
4. I further certify that if   Dumps Are Us   is awarded a  
[Name of Corporation/Business Trust]  
contract, the following persons shall, beginning on the date the contract is awarded and extending until one year following the conclusion of that contract, maintain compliance with division (J)(2) of Section 3517.13 of the Ohio Revised Code:
  - a. An owner of more than twenty per cent of the corporation or business trust;
  - b. A spouse of an owner of more than twenty per cent of the corporation or business trust;
  - c. A child seven years of age through seventeen years of age of an owner of more than twenty per cent of the corporation or business trust;

- d. Any political action committee affiliated with the corporation or business trust;
  - e. Any combination of persons identified in (a) through (d) of this section.
5. I do hereby acknowledge that to knowingly make any false statement herein may subject me and/or Dumps Are Us to the penalties set  
[Name of Corporation/Business Trust]  
forth in Section 3517.992 of the Ohio Revised Code.

Further, Affiant sayeth naught.

Your Signature Here  
[Signature]

Owner  
[Title]

Sworn to before me, and subscribed in my presence, this 17th day of April, 2007.

Signature of Notary Here  
Notary Public - State of Your State Here  
My Commission Expires: 12/31/2008

### SURETY BOND

We, the undersigned, are held and firmly bound unto the Board of County Commissioners of Hamilton County, Ohio, in the sum of **Whatever 5%** \_\_\_\_\_ is dollars, for the payment of which we hereby jointly and severally bind ourselves and our legal representatives by these presents, signed and sealed by us, at Cincinnati, this **25th** day of **March**, 2006.

The condition of this obligation is such, that if the said Board of County Commissioners shall accept the proposal of **Dumps Are Us**, hereinafter called the bidder, and said bidder shall, within sixty (60) days after sending of notice of such award, enter into the prescribed contract in writing, with approved surety or in the case the said bidder shall fail or refuse to perfect said contract as aforesaid, and shall promptly pay all damages accruing to said Board of County Commissioners by reason of such failure or refusal, then this obligation shall be void, otherwise to be in full force and virtue.

Signed and acknowledged in the presence of:

Witness \_\_\_\_\_ **Leo Q. Witness** \_\_\_\_\_ Print or type name

*Leo Q. Witness*

\_\_\_\_\_  
SIGN ON THIS LINE

Witness \_\_\_\_\_ **Marvella Jo Witness** \_\_\_\_\_ Print or type name

*Marvella Jo Witness*

\_\_\_\_\_  
SIGN ON THIS LINE

Surety: \_\_\_\_\_ **Pervis P. Surety** \_\_\_\_\_

PRINT OR TYPE NAME ABOVE INCORPORATED IN THE STATE OF **OHIO**

*Pervis P. Surety*

\_\_\_\_\_  
SIGN ON THIS LINE

### CERTIFIED CHECK

Only fill this information out if you are presenting your surety in a manner other than the surety bond from and insurance company.

If you are submitting a Certified Check: Check # \_\_\_\_\_ dollars drawn on \_\_\_\_\_ bank is herewith submitted and deposited in lieu of bond under the same terms and conditions as set forth in the above bond.

### INSTRUCTIONS FOR FILLING OUT THE BOND ABOVE:

The bond must be executed by an authorized surety, guaranty, or trust company. The amount of surety required will be determined by the County and set forth in the bid documents. The County shall determine the sufficiency of all sureties. If corporate surety is given, the surety or guaranty company must indicate in the bond the state in which it is incorporated. A certificate of authority authorizing the "attorney-in-fact" to sign the bond must accompany the same. A certified or cashier's check may be submitted in lieu of the bond.



The surety or guaranty company's own form may be substituted for the bond form in the invitation to bid.

## 1.0 INTRODUCTION

The Hamilton County Board of County Commissioners on behalf of the **XXXXX Department** is accepting sealed bids for **GOODS OR SERVICE**. The purpose of this ITB is to select a Vendor who can best meet the requirements of the ITB at the lowest cost for the specified time periods. The Vendor selected from this ITB process shall provide **GOODS OR SERVICE**, as defined hereafter. The details of the **GOODS OR SERVICE** needed are further defined in **Section 4.0, Requirements and Specifications**.

### 1.1 Issuing Officer:

The ITB, the evaluation of responses, and the award of any resultant contract shall be made in conformance with current County procurement procedures.

The mailing address for sending a bid, asking questions regarding the bid process, technical issues, or the Scope of Service is:

**Amy Hoh, CPPO  
County Purchasing Director  
Hamilton County Department of Administrative Services  
138 East Court Street, Room 507  
Cincinnati, Ohio 45202**

All questions regarding this bid must be presented in writing and faxed to:

**(513) 946-4335**

### 1.2 Bidders and Registration Process:

A Bidder's Conference will take place at the Hamilton County **XXXXXX, XXXXX** Street, and Room **XXXXX** Cincinnati, Ohio **XXXX** on **XXXX XX, 2007 at XX: 00** A.M. EST. The purpose of the conference is to answer questions related to the ITB. **While the conference is not mandatory, no other opportunity to visit this site will be provided.**

Vendors interested in submitting proposals must register by faxing the following information provided on Page 3 of this document to:

**Amy Hoh at (513) 946-4335**

Registration helps ensure that vendors receive all addenda and copies of all questions and answers given.

If the Vendor attempts any unauthorized communication with individuals associated with this project or ITB, Hamilton County will reject the Vendor's bid.

The definition of individuals associated with this project is further defined as:

- Public Officials
- Project Managers and their staff assigned to the project
- Issuing Officer
- Individuals involved with the evaluation process

**The integrity of the competitive bid process is very important to Hamilton County in the administration of its business affairs, the residents of Hamilton County, and the Vendors and providers that participate in the process in good faith. Behavior by Vendors and providers that violate or attempt to manipulate the competitive bid process in any way are taken very seriously.**

Examples of unauthorized communication are:

- Telephone calls
- Letters or faxes regarding the project or its evaluation prior to the award made to anyone other than the issuing officer
- Visits in person or through a third party attempting to obtain information regarding the ITB
- E-mail, except to the Issuing Officer

Communication being mailed or faxed regarding the legal bid process, technical aspects or Scope of Service are to be sent to the Issuing Officer. The address is listed in **Section 1.1, Issuing Officer**. No questions can be received after **XXX, 2007 at 12:00 P.M. EST**. The final responses will be faxed on **XXX, 2007** at the close of business. Only Vendors who fax and register for the ITB will receive copies of all questions and answers.

### **1.3 Vendor Disclosures:**

Bidder certifies that Bidder has no final judgments against it that have not been satisfied at the time of award in the total amount of fifty percent (50%) of the bid amount of this project.

#### **1.4 Vendor Examination of the ITB:**

Vendors shall carefully examine the entire ITB and any addenda thereto, all related materials and data referenced in the ITB or otherwise available, and shall become fully aware of the nature of the request and the conditions to be encountered in performing the requested services.

If Vendors discover any ambiguity, conflict, discrepancy, omission or other error in this ITB, they shall immediately notify the Issuing Officer of such error in writing and request clarification or modification of the document. Modifications shall be made by addenda issued pursuant to **Section 1.5, Addenda to ITB**. Clarification shall be given by fax to all parties who registered without divulging the source of the request. All Vendors who plan to submit a bid must register with the **Issuing Officer, Section 1.1** of this document.

If a Vendor fails to notify Hamilton County prior to **XXX, 2007 at 12:00 P.M. EST** of an error in the ITB known to the Vendor, or if an error that reasonably should have been known to the Vendor, the Vendor shall submit its bid at the Vendor's own risk, and if awarded the contract, the Vendor shall not be entitled to additional compensation or time by reason of the error or its later correction.

#### **1.5 Addenda to ITB:**

Any addenda to this ITB will be issued by the Hamilton County Issuing Officer by fax to all Vendors that have registered using the procedure previously mentioned in **Section 1.2, Bidders and Registration Process** of the ITB.

#### **1.6 Availability of Funds:**

This ITB is conditioned upon the availability of federal, state, or local funds, which are appropriated or allocated for payment of the proposed goods. If, during any stage of this ITB process, funds are not allocated and available for the proposed services, the ITB process will be cancelled. Hamilton County will notify the Vendor at the earliest possible time if this occurs. Hamilton County is under no obligation to compensate Vendor for any expenses incurred as a result of the ITB process.

### **2.0 SUBMISSION OF BID**

#### **2.1 Preparation of Bid:**

Bids must provide a straightforward, concise delineation of qualifications, capabilities, and experience to satisfy the requirements of the ITB. Expensive binding, colored displays, promotional materials, etc. are not necessary or desired.

Bidders are encouraged to submit their bids on recycled paper and to use double-sided copying. Emphases must be concentrated on conformance to the ITB instructions, responsiveness to the ITB requirements, completeness, and clarity of content.

**Vendors responding to the ITB must complete all forms and attachments. Incomplete submissions by Vendors will be rejected.**

All bids submitted shall become the property of Hamilton County to use or, at its option, return. All proposed and associated documents will be considered to be public information and will be open for inspection to interested parties unless identified as proprietary. **Trade secrets of proprietary information that are recognized as such and protected by law may be withheld if clearly identified as such in the bid. Each page containing such material must specify "Proprietary" in the upper right corner. Hamilton County will make the determination as to whether the Vendor has adequately demonstrated the information is proprietary.**

## **2.2 Bid Cost:**

The cost of developing bids is entirely the responsibility of the Vendor and shall not be chargeable to Hamilton County under any circumstances. The Vendor must certify that the bid and pricing will remain in effect for the duration specified. All materials submitted in response to the ITB will become the property of Hamilton County and may be returned only at Hamilton County's option and at the Vendor's expense.

## **2.3 False or Misleading Statements:**

**Bids which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Vendor, may be rejected. If, in the opinion of Hamilton County, such information was intended to mislead Hamilton County, in its evaluation of the bid and the attribute, condition, or capability is a requirement of the ITB, the bid will be rejected. Vendors who mislead Hamilton County by providing demonstrations with products, features or services that are not included in their bid will have their bid rejected.**

## **2.4 Vendor Representative's Signature:**

An individual who is authorized to bind the firm contractually shall sign the bid. The signature must indicate the title or position the individual holds in the firm. Firms, which sign contracts with the name of the firm, must provide the name of a corporate officer for signature validation by Hamilton County. Any and all unsigned bids will be rejected.

## **2.5 Delivery of Bids:**

Vendors must mail or deliver **one (1) original copy and ??? (?) duplicates** of the entire written bid to the **Issuing Officer** at the address listed in **Section 1.1, Issuing Officer** no later than **11:00 A.M. EST on XXX, 2007**. All bids must reference **ITB #XXX-XX NAME OF BID**.

Upon request, a receipt will be issued for all bids received. Bids received after the deadline will not be considered. No telegraphic, facsimile, or telephone bids will be accepted. If mailed, the Vendor should use certified or registered mail, UPS, or Federal Express with return receipt requested.

**It is absolutely essential that Vendors carefully review all elements in their final bids. Once opened, bids cannot be altered; however, Hamilton County reserves the right to request information or respond to inquiries for clarification purposes only.**

## **2.6 Acceptance and Rejection of Bids:**

Hamilton County reserves the right to:

- Award a bid received on the basis of individual items, or on the entire list of items
- Award or not award any portion of this contract
- Award to multiple vendors
- Reject any or all bids, or any part thereof
- Waive any informality in the bids
- Eliminate conditions or terms that are not in the best interest of Hamilton County and its residents

## **2.7 Evaluation and Award of Contract:**

Preliminary Bid Review:

The review process will be conducted in two (2) stages. Stage 1 will consist of a preliminary review to ensure that the bid materials adhere to the minimum requirements (and mandatory conditions) specified in the ITB and the completion of all the required forms. Bids, which successfully complete the first stage, will be deemed "Qualified." Those which do not, will be deemed "Non-Qualified." "Non-Qualified" bids will be placed in the inactive file.

**Partial submissions or bids submitted after the designated deadline will be determined to be non-responsive and may be "Non-Qualified."**

"Qualified" bids will then be reviewed in Stage 2, in accordance with the review process.

- **Stage 1 Review**

“Qualified” bids in response to the ITB must meet the following requirements:

- Time Submission – the bid is received at the designated time and address as stated on **Page 1** of this ITB. Bids mailed but not received at the designated location by the specified date will be deemed “Non-Qualified” and will not be considered.
- Completeness of submission – bid submission must include at minimum:
- Timely submission of the bid
- Required number of copies
- All sections defined in **Section 5.0, Bid Format and Evaluation Process**
- Bid Bond
- All designated attachments
- Easily reproduced, quality paper, single spaced, clearly formatted with type face that is easily read
- Determination that the bid meets minimum qualifications outlined in this ITB

**Bids which do not meet all of the above first stage review submission requirements will be deemed “Non-Qualified” and will not be reviewed for Stage 2.**

- **Stage 2 Review**

All qualified bids will be reviewed, evaluated and rated. Comparisons among or between proposals that are not appropriate will not occur. At any time during the review, and at any level of the review, Hamilton County may request additional information from the Vendor. Such information requests and Vendor’s responses must always be in writing. Information may be requested from sources other than the written bid to evaluate the Vendor.

All information obtained will be used in conjunction with the data from Stages 1 and 2 to make a final selection.

The evaluation will include, but will not be limited to:

- Ability to meet the time lines and requirements requested
- Overall responsiveness, viability and completeness of the bid as well as the likelihood that, in Hamilton County's opinion and at Hamilton County's discretion, the bid best meets or exceeds Hamilton County's specifications
- Vendor references
- The criteria for the Stage 1 review
- Completeness of all forms
- Information in the Executive Summary
- Personnel Qualifications
- Distinguishing Characteristics
- Cost of Proposed Service or Good
- Any other facts considered relevant by Hamilton County and demonstrated by the bid or investigation by Hamilton County
- Experience with a similar project of comparable size and scope
- Experience with a similar project of comparable size and scope for Hamilton County Departments

## **2.8 Bid Selection:**

Bid selection does not guarantee a contract will be awarded.

The selection process includes:

- All bids will be evaluated in accordance with **Section 2.7, Evaluation and Award of Contract**. The bid is rated based on the criteria in the ITB.
- Based upon the results of the evaluation, Hamilton County will select a bidder(s) who it determines to be the lowest and best bidder(s) meeting all required specifications.

- Hamilton County works with the bidder(s) who was selected as lowest and best to finalize the details of the contract document. The lowest and best determination will be made based on the initial years pricing and all available options to renew. If a vendor does not bid all of the renewal options, the County will consider the proposal and judge it equally to determine which proposal is lowest and best and in the best interest of the County.
- If the County and the bidder are able to successfully finalize the contract document details, the Administrative Services Division will recommend the bidder(s) to the Hamilton County Administrator for a contract award. The Hamilton County Administrator may make a recommendation to the Board of County Commissioners for the final award of a contract.
- If Hamilton County determines that the County and the bidder are unable to successfully come to terms regarding the contract, Hamilton County reserves the right to terminate contract discussions with the bidder(s). The Administrative Services Division will not recommend the bidder(s) to the Hamilton County Administrator. In this event, Hamilton County reserves the right to select another bidder(s) from the bid process, cancel the ITB, or reissue the ITB if this is deemed necessary.

### **3.0 TERMS AND CONDITIONS:**

Concealed weapons, whether with or without a permit, are not allowed in any Hamilton County Building. ORC states that "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

The contents of the ITB and the commitments set forth in the selected bids shall be considered contractual obligations, if a contract ensues. Failure to accept these obligations may result in cancellation of the award.

### **3.1 Type of Contract:**

The evaluation of bids submitted in response to this ITB may result in the issuance of a contract. The contract shall incorporate the terms, conditions, and requirements of the ITB, the Vendor's bid, and all other agreements that may be reached.

If the Vendor proposes a different type of approach, they must describe the contractual protection offered to ensure successful completion of the project. If the Vendor proposes a multi-vendor or sub-contract approach, clearly describe the responsibilities of each party and the assurances of the performance the Vendor offers.



The successful Vendor's bid, this ITB, and other applicable addenda will become part of the final contract and will merge into the contract.

### **3.2 Contract Period, Funding and Invoicing:**

The contract will be written for a period of **? (??) year with ? (?) optional renewal periods**. Contract reimbursement is based on successful completion and approval of all equipment and services over the period of the contract. Vendor can claim payment only for services already provided. Payment by Hamilton County is made within thirty (30) days after verification and acceptance of invoices presented by the Vendor and any required documentation.

### **3.3 Patent or Copyright Liabilities:**

The Vendor will protect, defend, and hold free and harmless Hamilton County, its officers, employees, agents and Board of County Commissioners against all claims that any of the designs supplied hereunder infringes a U.S. patent or copyright. The Vendor will pay all resulting costs, damages, and attorney's fees to defend Hamilton County against such claims. Hamilton County will promptly notify the Vendor in writing of all claims, and the Vendor will have control of the defense and all related settlement negotiations.

If such claim has occurred, or is likely to occur, Hamilton County agrees to permit the Vendor, at Vendor's option and expense, either to procure for Hamilton County the right to continue using the designs or programming or to replace or modify the same so that they become non-infringing but still meet the requirements of the ITB.

### **3.4 Confidentiality and Security:**

Any Vendor or contractor engaging in any service for Hamilton County requiring them to come into contact with confidential Hamilton County information will be required to hold confidential such data made available to them.

### **3.5 Hamilton County Employees:**

Selected Vendor warrants that, for the duration of the contract and all amendments or renewals with Hamilton County for this project, Vendor will not solicit Hamilton County employees to work for Vendor.

### **3.6 Insurance Requirements:**

#### **GENERAL CONDITIONS**

##### **Vendor's Insurance Provisions**

During the Agreement and for such additional time as may be required, Vendor shall provide, pay for, and maintain in full force and effect the insurance outlined herein for coverage at not less than the prescribed minimum limits covering Vendor's activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Vendor or subcontractor or by anyone for whose acts any of them may be liable.

### **Certificates of Insurance**

Before starting work, Vendor shall give County a certificate of insurance completed by Vendor's duly authorized insurance representative certifying that at least the minimum coverage required herein are in effect; specifying the form that the liability coverage's are written on; and, confirming liability coverage's shall not be cancelled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of issuance without thirty (30) days advance written notice to:

**Hamilton County Risk Manager  
Room 607  
138 East Court Street  
Cincinnati, OH 45202  
Facsimile: 513-946-4330**

Each policy required by this clause, except worker's compensation and professional liability, shall endorse "the Board of County Commissioners of Hamilton County, Ohio and its officials, employees, agents, and volunteers" as an additional insured. The additional insured endorsement shall be on an ACORD or ISO form.

The vendor shall furnish the Hamilton County Risk Manager and the Department with a Certificate of Insurance describing the insurance specified under the agreement. The certificate shall be provided on an ACORD 25 form or equivalent. The vendor shall furnish the Hamilton County Risk Manager and HCJFS with a copy of the Worker's Compensation Insurance Certificate if it is not described in the ACORD 25 insurance certificate.

Failure of County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of County to identify a deficiency from evidence provided shall not be construed as a waiver of Vendor's obligation to maintain such insurance.

The acceptance of delivery by County of any certificate of insurance evidencing the required coverage and limits does not constitute approval or agreement by County that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

County shall have the right, but not the obligation, of prohibiting Vendor or its' subcontractor(s) from conducting business with the County until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by County.

If Vendor fails to maintain the insurance as set forth here, County shall have the right, but not the obligation, to purchase said insurance at Vendor's expense. Alternatively, Vendor's failure to maintain the required insurance may result in termination of this Agreement at County's option.

If any of the coverages are required to remain in force after final payment, an additional certificate evidencing continuation of such coverage shall be submitted with Vendor's final invoice.

All certificates of insurance shall reference the project/contract number for which the insurance is being provided.

### **Insurer Qualifications**

To the extent feasible, all insurance shall be provided through companies admitted to do business in the State of Ohio. Insurance policies provided by companies not admitted to do business in the State of Ohio shall be reviewed by Hamilton County Risk Manager. Each company shall minimally have an A.M. Best rating of A: VII. In addition, certified copies of all insurance policies or amendatory endorsements required shall be provided to County within ten (10) days of Vendor's written request for those copies.

### **Insurance Primary**

All coverage required of Vendor shall be primary over any insurance or self funded program carried by County. Any insurance or self insurance maintained County shall be excess of the Vendor's insurance and shall not contribute to it.

### **No Reduction or Limit of Obligation**

By requiring insurance, County does not represent that coverage and limits shall necessarily be adequate to protect Vendor. Insurance effected or procured by Vendor shall not reduce or limit Vendor's contractual obligation to indemnify and defend County for claims or suits which result from or are connected with the performance of this Agreement.

### **Additional Insured**

To the extent commercially available at no additional cost, the policy or policies providing insurance as required, with the exception of professional liability (if applicable) and workers' compensation, shall defend and include the Board of County Commissioners, Hamilton County, Ohio and its officials, officers, employees, agents, and volunteers as additional insureds on a primary basis for

work performed under or incidental to this Agreement. The form of the Additional Insured endorsement shall be the most recent edition of Insurance Services Office CG 20 10 (Form B) or its equivalent. If any of the Additional Insureds have other insurance applicable to the loss, it shall be on an excess or contingent basis. The amount of Vendor's insurance shall not be reduced by the existence of such other insurance.

### **Severability of Interests**

Vendor shall require all insurance policies in any way related to the goods or services provided under this Agreement and secured and maintained by Vendor to include a severability provision or an endorsement waiving "cross claim exclusion between insureds" verbiage contained therein. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers are included in subcontractor's insurance policies.

### **Duration of Coverage**

All required coverage shall be maintained without interruption during the entire term of this Agreement. The products and completed operations coverage under the Commercial General Liability policy shall maintain coverage for the entire term of this Agreement, plus an additional two (2) years, following final acceptance of the product(s) or the service(s) by County.

### **Continuous Operation**

Vendor's general liability insurance policy must be endorsed to reflect the fact that County and any tenants shall continue to operate business activities of Vendor and that no property used in connection with County and tenants' activities shall be considered by Vendor's insurance company as being in the care, custody, or control of Vendor.

### **Retroactive Date and Extended Reporting Period**

If any insurance required herein is to be issued or renewed on a claims-made form as opposed to the occurrence form, the retroactive date for coverage shall be no later than the commencement date of the project. Further the policy shall state that in the event of cancellation or non-renewal, claim discovery period or "tail coverage" shall be 1 year beyond the cancellation date.

### **Subcontractor's Insurance**

Vendor shall cause each subcontractor employed by Vendor to purchase and maintain insurance of the types specified below. When requested by County, Vendor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

**Joint Ventures**

If Vendor is a joint venture involving 2 or more entities, then each independent entity shall satisfy the limits and coverage specified here or the joint venture shall be named insured under each policy specified.

**Waiver of Subrogation**

Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include clauses stating each underwriter shall waive all rights of recovery, under subrogation or otherwise, against County. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

**Cooperation**

Vendor and County agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating, and audit procedures.

**Adjustment of Losses**

Any County's first party loss insured under the policies required herein shall be adjusted by Vendor and County, as their interest may appear, and made payable to County as trustee for the insured's as their interest may appear, subject to the requirements of any applicable mortgagee clause. County, as trustee, shall have the power to adjust and settle any loss with the insurers unless one of the parties in interest objects in writing within five (5) days after the loss to County's exercise of this power. If such objection is made, an arbitrator mutually acceptable to the parties in interest and County shall be chosen promptly.

County, as trustee, shall in such case make settlement with the insurers in accordance with the directions of such arbitrator. If distribution of the insurance proceeds by arbitration is required, the arbitrators shall direct such distribution.

**Replenishments of Limits**

At Vendor's expense, all limits must be maintained at all times due to claims on this project or any other project. Failure to do so may result in cancellation of this Agreement at County's sole discretion. If Vendor fails to renew, replace or

replenish the coverage required, County may do on Vendor's behalf and deduct the cost from Vendor's payments.

### **Insurance Limits and Coverage**

To the extent applicable, the amounts and types of insurance shall conform to the minimum terms, conditions, and coverage of Insurance Service Office (ISO) policies, forms, and endorsements.

If Vendor has any self-insured retentions or deductible under any of the following minimum required coverage, Vendor must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductible and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductible shall be Vendor's sole responsibility.

### **Commercial General Liability**

Vendor shall maintain commercial general liability insurance covering all operations by or on behalf of Vendor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance shall have these minimum limits and coverage:

#### Minimum Limits:

- \$1,000,000 each occurrence
- \$2,000,000 general aggregate
- \$2,000,000 products and completed operations aggregate
- \$100,000 fire liability

#### Coverage:

- Equivalent to most recent ISO commercial general liability form ISO CG 00 01
- Products and completed operations coverage maintained for at least two (2) years
- Blanket contractual liability
- Broad form property damage
- Severability of interest
- Underground explosion and collapse coverage (as applicable) (only needed for construction projects)
- Personal injury
- Incidental medical malpractice (as applicable) (only needed when Vendor is offering onsite services with Vendor's personnel on site)
- Waiver of subrogation
- Joint venture as named insured (as applicable)
- Additional insured endorsement
- If this is a construction project contract, then the general aggregate limit shall apply to each project.

### **Automobile Liability**

Vendor shall maintain business auto liability covering liability insurance arising out of any auto (including owned, hired, and non owned autos) assigned to or used in performance of the work contemplated under this Contract. The policy shall be at least as broad as the current version of the ISO CA 00 01 form.

#### Minimum Limits:

- \$1,000,000 combined single limit each accident

#### Coverage:

- Additional insured endorsement
- Specific waiver of subrogation
- Contractual liability

### **Worker's Compensation**

Vendor shall maintain workers' compensation and employer's liability insurance.

#### Minimum Limits:

- Worker's compensation-statutory limit meeting the requirements under the laws of Ohio
- Employer's liability
  - \$1,000,000 bodily injury for each accident
  - \$1,000,000 bodily injury by disease for each employee
  - \$1,000,000 bodily injury disease aggregate

### **Umbrella/Excess Liability**

Vendor shall maintain umbrella/excess liability insurance on an occurrence basis in excess of the underlying insurance described in Commercial General Liability insurance, and Business Automobile Liability insurance, which is at least as broad as each and every one of the underlying policies.

The amounts of insurance required in section 3.6 Insurance, General Liability, Business Auto Liability and Umbrella/Excess Liability may be satisfied by Vendor purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified in General Liability, Business Auto Liability and Umbrella/Excess Liability when added together.

#### Minimum Limits:

\$3,000,000 combined single limit and aggregate limit.

#### Coverage:

- Additional insured endorsement

- Pay on behalf of wording
- Concurrency of effective dates with primary
- Blanket contractual liability
- Punitive damages coverage (where not prohibited by law)
- Aggregates: apply where applicable in primary
- Care, custody, and control-follow form primary
- Drop down feature
- Specific waiver of subrogation

#### **4.0 REQUIREMENTS AND SPECIFICATIONS**

**This is where you will find the details of what we want to purchase**

**The intent of this ITB is to secure pricing for a maximum of five years. Vendors must submit proposals for the Initial Term. Vendors who do not submit pricing for the Initial Term and all renewal options will not be disqualified. Vendors are encouraged to submit bids for all renewal options where possible. The purpose of the five-year term is to minimize the cost of the process for vendors and for the County.**

#### **5.0 BID FORMAT AND EVALUATION PROCESS**

To expedite and simplify the process for evaluating bids, and to assure each bid receives the same orderly review, it is required that all bids be submitted in the format as described in this section. Bids must contain all the elements of information specified without exception.

Bid sections must be numbered corresponding to the following format:

Section 1	Cover Sheet/Bid Bond
Section 2	Cost Sheet
Section 3	Executive Summary
Section 4	Required Forms
Section 5	Vendor References
Section 6	Personnel Qualifications
Section 7	Distinguishing Characteristics



### 5.1 Section 1 – Bid Bond:

Please see Page 2 of this document.

### 5.2 Section 2 – Cost Sheet:

The cost sheet must be filled out in its entirety. Proposals submitted with escalations and/or footnotes indicating changes or negotiations in price may be disqualified.

### 5.3 Section 3 – Executive Summary:

Provide the following information relative to the company:

- **Location of Company** – Provide the address for the company's headquarters or name of the Vendor's local office nearest to the City of Cincinnati, Ohio (if applicable). Include a contact name, address, and phone number.
- **Vendor's Primary Business** – State the company's primary line of business, the date established, the number of years of relevant experience, and the number of employees.
- **Company History** – Provide a brief history of Vendor's organization. State briefly the programmatic and administrative experience qualifying the Vendor to perform the proposed services. Include the Vendor's mission statement, philosophy of service, and any special qualifications.

### 5.4 Section 4 – Required Forms:

All questionnaires and all bid forms must be filled out in their entirety and included in this section.

The required forms are listed below:

- Registration Form (**Page 3**)
- Proposal or Bid Form (**Page 7**)
- Personal Property Tax Form (**Page 8**)
- State of Ohio Debt (**Page 9**)
- Ohio Department of Public Safety (**Page 10 & 11**)
- Surety Bond Form (if applicable) (**Page 12**)

- Questionnaire (if applicable)
- Cost Sheet (**Attachment A**)
- Small Business Plan (if applicable)

## **5.5 Section 5 – Vendor References:**

The Vendor must list at least three (3) references\* for whom products/services were sold/provided similar in nature and functionality to those requested by Hamilton County. Vendors must list all Hamilton County Departments for whom products/services were received within the last 5 years.

Each reference must be accompanied by:

- Company Name
- Address
- Phone Number and Fax Number
- Contact Person
- Nature of Relationship and Service Performed
- Time Period of Contract

*\*If references cannot be provided, explain why.*

## **5.6 Section 6 – Personnel Qualifications:**

For key personnel who will be working on the project, please submit resumes with the following:

- Proposed Role
- Job Description
- Industry Certification(s) and Educational Background
- Work History
- Personal Reference (company name, contact name and phone number, scope and duration of project)

## **5.7 Section 7 – Distinguishing Characteristics:**

Vendors are encouraged to identify their services' distinguishing characteristics, which should be reviewed. These characteristics may be beyond the scope of this project if the Vendor deems they would provide value to the long-term goals of Hamilton County.

